



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 21

3 May 2006

CHANGE OF SUPPLY SERGEANT - ADMINISTRATOR PROPERTY INVENTORY (G4-SGM)

1. REFERENCES:

- a. DA PAM 710-2-1, Using Unit Supply System, dated 31 Dec 97.
- b. AR 190-11, Physical Security of Arms, Ammunition & Explosives, dated 12 Feb 98.
- c. AR 600-8-10, Leaves & Passes, dated 31 Jul 03.
- d. AR 710-2, Supply Policy Below the Wholesale Level, dated 8 Jul 05.
- e. AR 735-5, Accounting for Lost, Damaged or Destroyed Property, dated 28 Feb 05.
- f. NJARNG, Central Issue Facility (CIF) Standard Operating Procedures, dated March 2006.
- g. NJARNG, Change of Command Inventory Standard Operating Procedures, dated 5 Jul 02.

2. PURPOSE:

Standardize procedures relating to property accountability for Change of Unit Supply Sergeant Administrator Property Inventory.

3. APPLICABILITY:

This requirement is applicable to all supply sergeants - administrators, at any unit level with assigned property responsibility.

4. RESPONSIBILITY:

a. MSC S4 responsible to maintain oversight of all subordinate units Change of Unit Supply Sergeant - Administrator Property Inventories within the command. MSC S4 will provide signed copy of "Relief of Responsibility" memorandum to G4-SGM, prior to out-going unit supply sergeant - administrator leaving the unit, by way of retirement, mandatory reassignment, EPS or ETS. The appropriate Approving Authorities will not approve any leave for the outgoing unit supply sergeant to include Permissive and Terminal leave prior to the completion of the property inventory as confirmed by the MSC S4.

b. Prior to a unit supply sergeant leaving his current duty assignment, a one hundred percent (100%) property inventory will be completed between the out-going and the incoming supply sergeant or the full time unit representative assuming property responsibility.

c. Prior to the conduct of the inventory, the MSC S4 is responsible to ensure and validate that the outgoing supply sergeant - administrator has completed the following listed actions:

(1) All short items of MTOE equipment (ERC A, B, C) are either on order or on a valid requisition with corresponding document number as approved by the supporting Property Book Officer.

(2) All sub-hand receipts and printouts are updated, verifies that shortage annexes are available and posted as of the current inventory. Reconciles all open documents on the document register and accounts for any posting changes which have not been posted to the unit hand receipt.

(3) Ensures that all authorized items of equipment, Components of End Items (COEI) and Basic Issue Items (BII) are on hand or on order.

(4) Identifies all shortages of major end items of equipment, to include non-expendable components durable and expendable not consumed through use. Identifies potential property responsibility for shortages discovered and initiates adjustment documents as outlined in AR 735-5.

(5) Initiates a valid Property Adjustment Document for all shortages with Accounting Requirement Codes of N's and D's. Documents are generated from equipment shortages listed on corresponding Financial Liability Investigation Reports (DD FORM 200), Statement of Charges (DD FORM 362), Cash Collection Vouchers (DD FORM 362), Turn-In documents (DA FORM 2765-1) or Request for Issue or Turn-In (DA FORM 3161).

(6) Identifies all excess equipment and prepares it for immediate redistribution through formal supply channels as directed by supporting Property Book Officer (PBO). No excess items of equipment will be turned in to the USPFO-NJ Warehouse without prior approval from supporting Property Book Officer (PBO).

(7) Validates that all assigned unit personnel are populated into the Central Issue Facility (CIF) Program and has turned-in all on hand excess items of Organizational Clothing and Individual Equipment (OCIE) to either the Central Issue Facility (CIF) for serviceable equipment or USPFO-NJ Warehouse for unserviceable equipment.

d. The inventory will consist of all MTOE property book items and CTA 50-900 items of equipment stored in unit supply rooms and reconciled unit hand receipts. A serial numbered inventory of all weapons, sensitive items, automotive and engineer equipment will be accomplished and formally recorded. A joint inventory all Real Property, Facilities, Furnish Management and Installation property will also be accomplished.

e. Upon completion of the property inventory, the incoming unit supply sergeant will:

(1) Record discrepancies and obtain statements from responsible personnel for inclusion in the Financial Liability Investigation Report (DD FORM 200).

(2) Submit Administrative Adjustment Report (AAR), DA FORM 4949, to initiate corrections to the unit Property Book Hand Receipts as discrepancies are identified.

(3) Initiate Financial Liability Investigation Reports as required.

(4) Prepare a memorandum of Relief of Responsibility for the out-going supply sergeant - administrator with the following statement signed by both parties see example below:

(Office symbol)

Date

MEMORANDUM THRU: JFHQ ATTN PROPERTY BOOK OFFICER 3650 SAYLORS POND RD
FORT DIX NEW JERSEY 08640

FOR JFHQ ATTN: G4 OFFICE, 3650 SAYLORS POND ROAD, FORT DIX NEW JERSEY 08640

SUBJECT: CHANGE OF ADMINISTRATOR JOINT INVENTORY AFTER-ACTION REPORT

1. UNDER THE PROVISIONS OF PARAGRAPH 9-5.1, DA PAM 710-2-1, A PHYSICAL 100% INVENTORY HAS BEEN CONDUCTED ON ALL UNIT PROPERTY. THE INVENTORY WAS CONDUCT FROM _____ THRU _____, BETWEEN SSG (OUTGOING SUPPLY SERGEANT) AND SSG (INCOMING SUPPLY SERGEANT). ALL DISCREPANCIES HAVE BEEN ACCOUNT FOR IAW DA PAM 710-2-1 AND/OR AR 735-5.

2. ALL ITEMS HAVE BEEN ACCOUNTED FOR AND OR IDENTIFIED REQUIRING ADJUSTMENT DOCUMENTS, INCLUDING ADMINISTRATIVE ADJUSTMENT REPORTS ARE COMPLETED. THE FOLLOWING SUMMARY IS PROVIDED:

FLIPL STATEMENT OF CHARGES/CASH

ORGANIZATIONAL PROPERTY:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
INSTALLATION PROPERTY:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
FMO PROPERTY:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
REAL PROPERTY:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
KEYS OFFICE/BARRACKS:	<u>\$ 0.00</u>	<u>\$ 0.00</u>

3. THE TRANSFER OF RESPONSIBILITY BETWEEN THE INCOMING AND OUTGOING COMMANDERS WAS COMPLETED ON _____.

SIGNATURE _____	_____
PRINT NAME _____	_____
(OUTGOING)	(INCOMING)

FULL TIME SUPPORT SUPERVISOR'S SIGNATURE BLOCK:

(5) At the conclusion of the property inventory and upon the signing of the Relief of Responsibility Memorandum, the out-going unit supply sergeant - administrator will have no further access to any unit property and all equipment and facility keys in his possession will be formally turned into the unit key control custodian utilizing DA FORM 5513-R.

5. MSC S4 will forward a signed copy of the Relief of Responsibility Memorandum to the G4-SGM, immediately upon completion of the property inventory. The G4-SGM will hand carry the copy of the signed memorandum to the J1-HRO, advising the J1-HRO that pending personnel actions concerning the outgoing unit supply sergeant - administrator can be initiated.

6. G4 POC for additional information and guidance is SGM Israel Garcia, G4-SGM, (609) 562-0276.

OFFICIAL:

A handwritten signature in dark ink, appearing to read "Stephen J. Hines", is written over a light gray rectangular background.

STEPHEN J. HINES
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

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